

Processing Instructions for Mass Upload of Training Completions in Oracle HR

The instructions listed below outline the steps to be taken in association with the ‘Mass Upload of Training Completions’ process **for current DoD civilian employees**. Note: the effective date of the conversion action must be equal to or less than the current date. **This process will not work with future effective dates.**

REQUEST FOR USER ID/PASSWORD

A User ID and Password has been set up for each Region. Complete the request for the User Id/Password at Attachment 1 and mail or fax it to CPMS for processing. If your component plans for the training source to FTP files for processing, they must also complete this attachment.

FAX: DSN 487-4281 or 210.652.4281

Address: CPMS/AMD, 555 E Street West, Suite 03, Bldg 663, Room 206, Randolph AFB TX 78150-4547.

TERMINOLOGY

ASCII File - (American National Standard Code for Information Interchange) a format in which to input and save data

FTP – (File Transfer Protocol), a standard Internet protocol or set of rules is the simplest way to exchange files between computers on the Internet, FTP is an application protocol server for everyone on commonly used to download programs and other files to your computer from other servers.

Downloading/Uploading – commonly refers to the process of transferring files from a system on a network to another

Comma delimited file - an efficient format to FTP documents to another server, each data field is “delimited” by a comma to mark its beginning and end, the file extension name is .csv

File name extensions - a system to name and identify files, e.g., doc, txt, .csv, etc.

CSV - (comma separated values) – file format to save training files in to upload into modern HR

EXITS – External Interface Transfer Server

INSTRUCTIONS

Creating the ASCII File for upload:

The record layout for the upload file is provided below. It is critical to the process that this format be strictly adhered to. An Excel spreadsheet template is recommended:

MAXIMUM Field Length	Value	Type	Remarks	Required
30	Employee Name	VARCHAR2		
9	SSAN	VARCHAR2	Format: 999999999	X
60	Course Title	VARCHAR2		X
4	Total Course Hours	Number		X
11	Class Start Date	VARCHAR2	Format: DD-MMM-YYYY	X
11	Class Graduation Date	VARCHAR2	Format: DD-MMM-YYYY	X
1	Course Grade	VARCHAR2		
11	Date Withdrawn	VARCHAR2	Format: DD-MMM-YYYY	
3	Reason for Withdrawal	VARCHAR2		
6	Actual Direct Cost	Number		
6	Actual Indirect Cost	Number		
6	Actual Total Cost	Number		X
1	Funded by Direct	VARCHAR2		
1	Funded by Indirect	VARCHAR2		
1	Funding Source	VARCHAR2		
1	Direct PEC ID	VARCHAR2		
1	Indirect PEC ID	VARCHAR2		
1	Training Source	VARCHAR2		X
5	Type	VARCHAR2	Combined Table AR/AF/NV	X
1	Method	VARCHAR2		X
1	Priority Indicator	VARCHAR2		X
10	Course Code	VARCHAR2		
1	Decision Source	VARCHAR2		X
1	PCS Cost Indicator	VARCHAR2		
1	Local Code	VARCHAR2		
3	Activity Type	VARCHAR2	For other than AR/AF/NV	X
80	Course Name	VARCHAR2		
2	Acquisition School Source	VARCHAR2		
1	Purpose	VARCHAR2		X
	Input Source	VARCHAR2	A literal, indicating the source of the example: ATTRS; FAX DSN 123-4567	

SAVING THE FILE:

Save the file as CSV (Comma delimited).

Sample format for input file:

Doe John,999999999,Executive Contracting,32,10-FEB-2002,14-FEB-2002,S,,,,,,,,,
H,,,D,BB3,7,1,,,,,,,,,ATTRS DSN 222-4435,

Attachment 3 provides a template for this purpose. Your Component may want to use this format to provide to the schools and other training sources along with any unique requirements you may have.

NAMING CONVENTIONS:

The naming convention for mass update training completion files to be staged is “Training_Completions”. A recommended format is Training_Completions_NVNE_1_01 where:

- A. “NVNE” is a region code to indicate the regional database against which the file is to be processed. In this case “NVNE” represents the Navy Northeast Region. Codes should be restricted to those region codes found on the Region List of Values (LOV) on the Additional Position Details DDF (see Attachment 2). This value is used by the EXITS System to route the records to the appropriate region so it is critical this data be accurate.
- B. “1” represents a unique number to permit more than one file, per region, per processing cycle, to be stated. Number “99” will be reserved for use by the Army Training Requirements and Resources System (ATRRS), which is used to manage registration and scheduling of all Defense Acquisition University (DAU) courses.
- C. “01” represents a sequence number for a particular type of file being processed within the same region and processing cycle. For example, the ATRRS system could submit two files for the same processing cycle within the Navy Northeast Region. Thus, the two files would be name: “NVNE_99_01” and “NVNE_99_02”. Sequencing not only provides a means to identify the particular file, but also prevents a staged file, that has not been processed, from being overwritten by a subsequent file with the same name.

EDITS AND BUSINESS RULES:

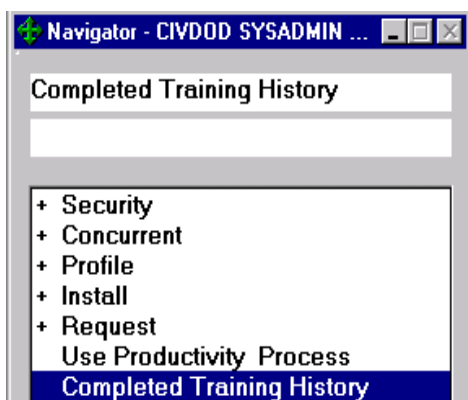
- Ensure the data in fields that are supported by an LOV have either null data or data that matches the LOV.
- Ensure date fields are configured properly DD-MMM-YYYY.

FTP Instructions

Once the file is created or received from the training source, they will need to be FTP'd to the EXITS Server so the file can be staged to your regional server. Separate instructions for FTPing the file will be provided along with the user account information. 🎵 **NOTE:** It will normally take up to 1/2 hour for the EXITS System to stage the file. Currently the file does not go away but a PR has been submitted to remove it once the file is processed.

To execute the ‘Mass Upload of Training Completions’ process:

1. Log in as “CIVDOD SYSADMIN Region GUI”
2. Navigate to Completed Training History and open.



3. The Completed Training History Window displays.

Welcome to Completed Training History.

List Of Files To be Processed

Name of the File

Date when file was Deposited

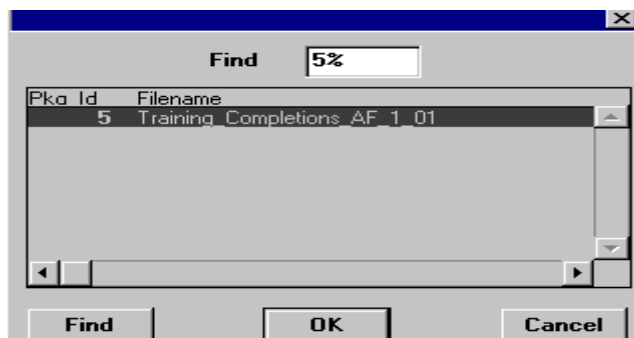
Number of Records in file

Date Scheduled

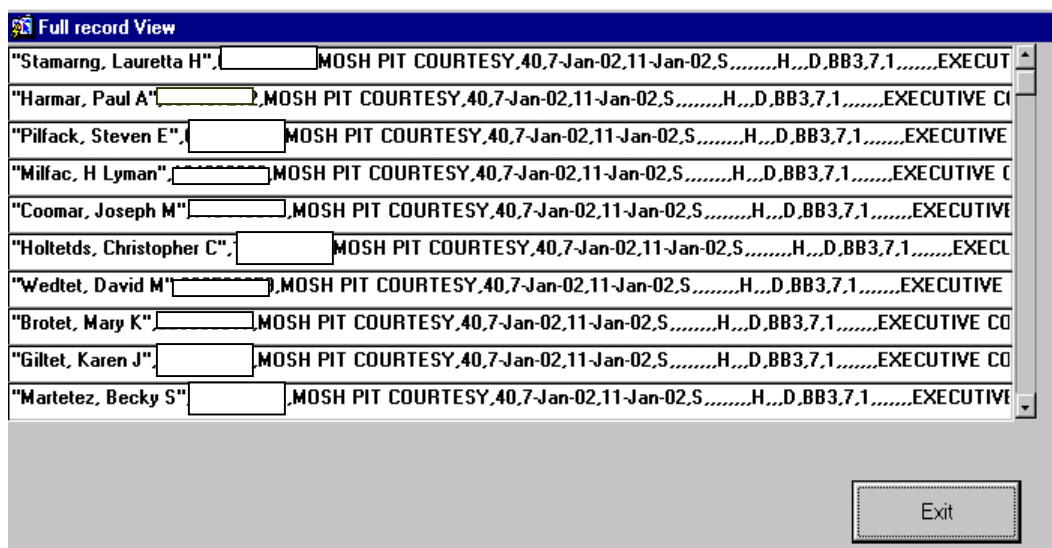
Please Enter the Scheduled Date in this format DD-MON-YYYY HH:MI

Click this Taskflow Button	To:
Cancel This Process	To cancel a currently scheduled process
Delete	Entire file; cannot delete a single entry
View	View the file before processing
Process	Process the action to upload
Exit	Exit the process; other buttons will not work

4. Click the **List of Files To be Processed** button. The Dialog Box displays with the files pending processing. Select the file needed and click **<OK>**.

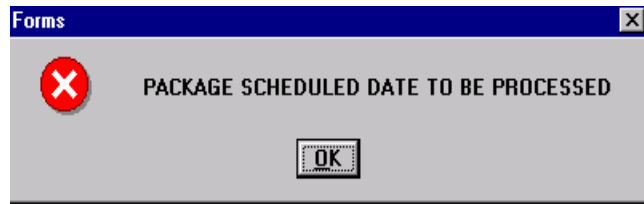


5. The data fields for **Name of the File**, **Date when file was Deposited**, **Number of Records in file** populate the window.
6. Enter the **Date Scheduled** (DD-MON-YYYYHH:MI) when you want the report to process. (no space between year and hour)
7. Click **<View>**, if you want to review the data. You may want to coordinate previews with your CIVDOD OTA Tng Adm to insure all data fields are correctly populated and all required data, to include Component uniques, are included or added.

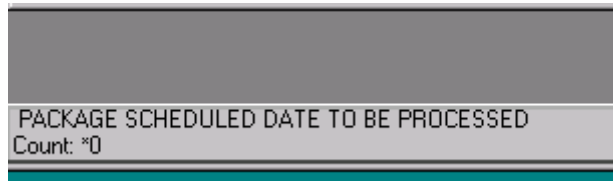


🎵 **Note:** Placing the cursor within a record field will allow a user to scroll to the right with the arrow keys.

8. Click **<Process>**.
9. The Forms Msg window displays; Click **<OK>**.



10. The message bar at the bottom of the Window displays



10. Click the **<Exit>** taskflow button to **Return to the Navigation Menu.**

11. Printed reports will be output and will go to the User's default printer. One printed report will always be generated which lets you know when the processing has completed. A second printed report will be generated listing any errors encountered.

Sample Reports:

TO: DODCI DSN432-5591

SUBJECT: Training Completion Mass Update

Your Mass Update File TRAINING_COMPLETIONS_AE_1_03 containing Training Completions finished processing on 09-APR-2002 at 15:38:56.

PERSONAL DATA - PRIVACY ACT OF 1974				
TO: DODCI DSH432-5591				
SUBJECT: Training Completion Mass Update Error List				
FILE ID: TRAINING_COMPLETIONS_AF_1_03				
CPO/CPAC ID: 6R				
PROCESSING DATE: 09-APR-2002				
NAME	SSAN	COURSE TITLE & TYPE CODE	GRAD DATE	REJECT REASON & DATA
Shaughnessy John E	433620812	Texas Two Step 49REC	29-Sep-2001	Data not on [Funding Source] LOV 2

♪ **NOTE:** You can also check to determine if records have been updated by querying on a specific employee record: People → Enter and Maintain, query for specific employee name then look at Completed Training (SIT).

REQUEST FOR USER ID/PASSWORD FOR EXITS SYSTEM

FAX: DSN 487-4281 or 210.652.4281

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FOR SQT

FOR PRODUCTION

Applicant's Printed Name (first/middle/last) _____

Component _____

Phone Number _____ **DSN** _____

Access Requirements: (Complete all that apply)

IP Address: _____

Email Address: _____

Physical Address (Mailing Address): _____

Required Responsibilities: _____

Justification/Change Requested:

SIGNATURES ARE REQUIRED

As an account owner, it is your responsibility to comply with all policies pertaining to the use and protection of ID accounts and information. Account sharing is grounds for immediate account termination.

REQUESTER'S SIGNATURE: _____ **DATE** _____

REQUESTER'S POC SIGNATURE _____ **DATE** _____

FOR CPMS USE:

Date Created _____

Name of User ID _____

Attachment 1

Region List of Values:

Region [X]

Find

Region	Description		
AFSA	Air Force Region, San Antonio, TX		
ARCR	Army National Capital Region	Fort Belvoir	VA
AREU	Army Europe Region	Seckenheim	Germany
ARKR	Army Korea Region	Teagu	Korea
ARNC	Army North Central Region	Rock Island	IL
ARNE	Army Northeast Region	Aberdeen	MD
ARPC	Army Pacific Region	Ft Richardson	AK
ARSC	Army South Central Region	Redstone Arsenal	AL
ARSE	Army Southeast Region	Ft Benning	GA
ARSW	Army Southwest Region	Ft Riley	KS
ARWE	Army West Region	Sierra Vista	AZ
CPMS	Civilian Personnel Management Service	Rosslyn	VA
DCAA	Defense Contract Audit Agency	Ft Belvoir	VA
DDEA	DOD Education Activity	Washington	DC
DDIG	DOD Inspector General	Washington	DC
DDIN	DOD Intelligence Agency	Washington	DC
DECA	Defense Commissary Agency	Ft Lee	VA
DFAS	Defense Finance and Accounting Service	Indianapolis	IN
DFRE	Defense Fuel Region Europe	Heidelberg	Germany
DLA1	Defense Logistics Agency	Ft Belvoir	VA
DMDC	DOD Manpower Data Center	Monterrey	CA
EOP1	Executive Office of the President	Washington	DC
EUCM	European Command	Stuttgart	Germany
HRSC	WHS HRSC National Region	Alexandria	VA
NGBU	National Guard Bureau	Alexandria	VA
NIMA	National Imagery and Mapping Agency	St Louis	MO
NVEA	Navy East Region	Norfolk	VA
NVEU	Navy Europe Region	Eastcote	United Kin
NVNE	Navy Northeast Region	Philadelphia	PA
NVNW	Navy Northwest Region	Bremerton	WA
NVPC	Navy Pacific Region	Honolulu	HI
NVSE	Navy Southeast Region	Bay St Louis	MS
NVSW	Navy Southwest Region	San Diego	CA

Find OK Cancel

Attachment 2